Georgia Technology Authority	Georgia Technology Authority	
Doc Ref Number:	ENT-05-002-STD-001.03	Topical Area: Data Center Operations
Document Type:	Enterprise - Standards	Page: 1 of 6
Title:	IBM Mainframe Production Acceptance Standards – Batch Jobs	
Effective Date:	PENDING	Revision Date: 7-14-03
POC for Changes:	GTA-IRM	
Synopsis:	This document provides standards to ensure that batch jobs are consistently packaged to meet production acceptance requirements; thus, resulting in a quick turn over into the production environment.	

# **PURPOSE**

The purpose of this standard is to establish batch job production acceptance standards to guarantee that service levels are met for all IBM Mainframe applications.

#### SCOPE

The scope of this standard applies to all GTA-IRM managed computer facilities in all affected Georgia state agencies.

### **STANDARDS**

### Change Man Planned Package Standards:

- All production jobs must go through production acceptance as a Change Man Planned Package in Change Man.
- Change Man Planned Packages must pass a quality assurance review and receive approval by GTA-IRM Operations.
- Planned Change Man Packages are accepted by GTA-IRM Operations from 6:00 A.M. to 6:00 P.M. for review and approval/rejection on the same business day.
- Include three (3) hours for install date and time to allow GTA-IRM Operations enough lead time to review the Change Man Planned Package. Packages received after 6:00 P.M. will be processed the next business day.

### Naming Convention Standards:

- The batch Job name shall conform to the standard naming conventions for all new batch jobs as outlined in Doc Ref Number: OP\_STD\_001.
- The Member name must have the same name as the batch job name.

### Batch Job Class Standards:

The **Production** batch job must have the correct job class assigned. The following is a list of the available batch job classes and their criteria:

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#### Batch Job Classes

Class	System	Definition
D	Α	Tapes allowed — Ten (10) minute time limit
E	В	Maximum of 2 concurrent tape drives
F	В	Greater than 2 concurrent tape drives
Н	Α	Maximum of 2 concurrent tape drives
I	Α	Greater than 2 concurrent tape drives
Р	Α	No tapes/10 minute time limit
R	Α	No tapes/Longer than 10 minutes
Υ	В	No tapes

Note: Classes I & F are special classes. The criteria and business justification for assigning classes I & F must be included in the *Change Man* documentation.

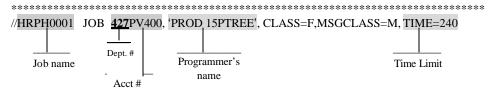
# JCL Batch Job Card Standards:

- Include a valid Department Number as the first three (3) digits in the Account Number.
- Use the programmer name field to identify the location or group to send the output. This parameter contains the following:
  - A maximum of 20 characters.
  - Enclose the name with apostrophes if the name contains spaces, special characters other than hyphens, embedded periods, or leading periods.
- Use one of the appropriate **Batch Job Classes** listed in the "Batch Job Classes" table on page 2 in this document.
- The MSGCLASS parameter must equal M if the batch job goes to \$AVRS.
- If you specify a time parameter, the following are NOT permitted:

TIME=NOLIMIT TIME=MAXIMUM TIME=1440

• The job card cannot have **TYPRUN=HOLD.** 

#### For example:



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# JCL and PROCS Standards:

• PROCLIB overrides are NOT allowed in production.

Examples: Highlighted key words are not allowed

//PROCLIB **JCLLIB ORDER**=(PSDP.DBT1.PROCLIB)

or

/\*JOBPARM L=10,**P=TESTPROC** 

- SHARED production libraries must have a DISPosition equal to share (SHR). Example: CHNM.PROD.LOADLIB,DISP=SHR
- SHARED production libraries must begin with the following characters:
  - CHNM.PROD.\*
  - CHNM.PRODRT.\*
  - SYS1.\*
  - SGDP.\*
  - #SGDP.\*
  - SGS S.\*
- JOBLIB and STEPLIB statements must contain load libraries that represent SHARED production or system libraries, NOT user controlled libraries.

Correct Example	Incorrect example	
//JOBLIB DD DSN=SGDP.DBP5.DSNEXIT, // DISP=SHR // DD DSN=SGDP.DBP5.DSNLOAD, // DISP=SHR // DD DSN=CHNM.PROD.TEMP.LOADLIB, // DISP=SHR // DD DSN=CHNM.PROD.LOADLIB, // DISP=SHR	//JOBLIB DD DSN=SGDP.DBP5.DSNEXIT, // DISP=SHR // DD DSN=SGDP.DBP5.DSNLOAD, // DISP=SHR // DD DSN=HRBT.LOADLIB, // DISP=SHR // DD DSN=CHNM.PROD.LOADLIB, // DISP=SHR	Incorrect

- Apply the following guidelines if you use a continuation card:
  - Include a comma (,) at the end of the card to be continued.
  - Do not start a continuation after column 16.

For example:

```
//STEP1 DD DSN=XXXX.XXXX.XXXX,
// DISP=SHR
```

- Make sure there is no // CARD or PEND card at the end of PROC.
- Apply the following guidelines if the batch job requires user-defined variables or other input parameters:

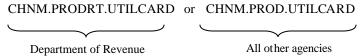
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■ The JCL cannot have a **SYSIN DD** \* **card**. This card must point to a production **utilicard** library.

#### For example:



■ The symbolic library and member referenced by the %%LIBSYM and %%MEMSYM must be valid.

# For example:

//\* %%LIBSYM HRHP.PROD.REQUEST.USER %%MEMSYM HRPHABSV //HRPHABSV EXEC HRPHABSV,YEAR=%%CCYY THE PARAMETER, YEAR=%%CCYY, IS FOUND IN THE LIBSYM LIBRARY IN THE MEMBER, MEMSYM

• Use the following classes to specify SYSOUT:

SYSOUT=X	Xerox print output
SYSOUT=A	Print output for continuous fee, standard paper
SYSOUT=C	All multi-part paper, for example: 0002, 0003
SYSOUT=J	Special forms (user supplied), for example: labels
SYSOUT=M	\$AVRS
SYSOUT=R	Infopac
SYSOUT=*	Allowed only in the JCL. Cannot be used in PROC.

• The JCL cannot use stage cards.

#### For example:

//NORMAL EXEC STAGE, PARM='ARTBR6000',COND=(0,NE)

### **Documentation Standards:**

Completion of the following forms is required as part of the Change Man Package for production acceptance:

- Use forms 285B and 280, which can be found in CHNM.PROD.DOC library, Member Name = CHNMFORM.
- The following lists the required information on the forms. The forms contain a description of each header listed:
  - Batch job name
  - Job Description
  - Agency
  - Application
  - Set up instructions The batch job must run in Control-M
  - Job dependencies

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- Restart instructions
- Checkout instructions
- Contact list with day & night numbers in case of abend or other problems
- Agency escalation list and process provide list or Data Set Name
- Maximum drives allocated at one time
- Job Class
- Approximate run time
- Start time
- Frequency/holidays included?
- Run restrictions
- Output Description Identify special form number that is required
- Special run instructions

## All Backup Jobs:

In addition to the required information on the 285 and 280 forms, all backup batch jobs are required to have documentation that provides the following:

- Application backup cycles
- Vault rotation/retention cycle and frequency
- Disaster Recovery (Specify whether tapes produced by this batch job are part of Disaster Recovery.)

## **Output Special Forms Standards:**

- Batch jobs producing output to special forms such as, checks, must pass a quality assurance test run before the Change Man package is approved.
- The quality assurance test for special forms, such as checks, shall follow GTA-IRM print operations security handling. See the "GTA Check Printing and Folder/Sealer Implementation Guide".
  - GTA-IRM Operations shall approve the package after the test run(s) is validated.

#### **AUTHORITY**

O.C.G.A. Section 50.25-1

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# **TERMS and DEFINITIONS**

Term	Definition
Change Man	A comprehensive system designed to provide both reliable and streamlined implementation of software changes from development into production.
Change Man Packages	The vehicle in which all changes are moved from a development environment to a production environment.
Change Man Permanent Package	A package which is enduring and is only deleted at the request of the user. When a Permanent Package passes all approval levels, the scheduled changes are updated to the production libraries.
Change Man Planned Packages	A Package with scheduled changes that are required to follow all established application rules. Implementation is subject to the complete approval list.
Service Level Agreement	Formal service agreement between GTA and a Georgia State agency to meet production and business requirements.